



NMC REVALIDATION process

www.revalidation.nmc.org.uk

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Updated from BARNA Talks meeting in London : 30th
January 2016

Aim of session

- Familiarise attendees with the Revalidation process and documentation*
- Suggest ways that BARNA can help nurses prepare CPD content for Revalidation

***All** information around Revalidation can be accessed at

www.revalidation.nmc.org.uk

REVALIDATION introduced in April 2016

- NMC Revalidation process replaced PREP requirements
- Applies to ALL registered nurses, nursing associates and midwives
- Every nurse, midwife will need to revalidate every three years when renewing their place on the register, which replaces the previous 'Prep' requirements

Aims of Revalidation Process

- Raise awareness of **The Code [2018]** and professional standards expected of nurses and midwives
- Allow you to **reflect** on the role of **The Code** in your practice
- Encourage you to stay **up to date** in your professional practice
- Encourage a culture of **sharing, reflection** and improvement
- Encourage you to engage in professional **networks** and discussions about your practice

and

- Strengthen public confidence in the nursing and midwifery professions

The Code

Professional standards
of practice and behaviour
for nurses and midwives

prioritise people

practise effectively

preserve safety

promote professionalism and trust

NMC CODE

Updated October 2018

- **PRIORITISE PEOPLE**
- **PRACTICE EFFECTIVELY**
- **PRESERVE SAFETY**
- **PROMOTE PROFESSIONALISM
IN PRACTICE**

NMC The Code [2018]

- **Nearly ALL of the 25 statements in The Code relate directly to your practice as a peri-anaesthesia nurse**
- A GOOD working knowledge of The Code will make Revalidation process much more clear

REVALIDATION requirements [over 3 years]

- 1. 450 practice hours [registered nurses and nursing associates]**
- 2. 35 hours of Continuing Practice Development (CPD) including 20 hours participatory learning**

PLUS A REFLECTIVE ELEMENT

- A. Five pieces of practice-related feedback
- B. Five written reflective accounts
- C. Reflective discussion

- 3. Health and character declaration**
- 4. Professional indemnity arrangements**
- 5. Confirmation**

1.

450 hours - Proof of Practice

- Related to current scope of practice
- Formal template to document hours
- Can summarise hours of activity – in weeks or full time employment

PRACTICE HOURS LOG TEMPLATE

Guide to completing practice hours log To record your hours of practice as a registered nurse, midwife and nursing associate, please fill in a page for each of your periods of practice. Please enter your most recent practice first and then any other practice until you reach 450 hours. You can only count practice hours during the three year period since your last registration renewal or initial registration. You do not necessarily need to record individual practice hours. You can describe your practice hours in terms of standard working days or weeks. For example if you work full time, please just make one entry of hours. If you have worked in a range of settings please set these out individually. You may need to print additional pages to add more periods of practice. If you are both a nurse and a midwife or a nursing associate and nurse you will need to provide information to cover 450 hours of practice for each of these registrations.	Work setting • Ambulance service • Care home sector • Community setting (including district nursing and community psychiatric nursing) • Consultancy • Cosmetic or aesthetic sector • Governing body or other leadership • GP practice or other primary care • Hospital or other secondary care • Inspectorate or regulator • Insurance or legal	• Maternity unit or birth centre • Military • Occupational health • Police • Policy organisation • Prison • Private domestic setting • Public health organisation • School • Specialist or other tertiary care including hospice • Telephone or e-health advice • Trade union or professional body • University or other research facility • Voluntary or charity sector • Other	Scope of practice • Commissioning • Consultancy • Education • Management • Policy • Direct patient care • Quality assurance or inspection Registration • Nurse • Midwife • Nurse/SCPHN • Midwife/SCPHN • Nurse and Midwife (including Nurse/SCHPN and Midwife/SCPHN)
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Dates:	Name and address of organisation:	Your work setting (choose from list above):	Your scope of practice (choose from list above):	Number of hours:	Your registration (choose from list above):	Brief description of your work:

2.

CPD

Continuous Professional Development

- **35 hours over 3 years**
- *20 hours must be participatory*
- To challenge professional isolation by requiring learning through engagement and communication with others, 'participatory learning', is defined as an activity undertaken with one or more professionals or in a larger group setting

CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

LOG TEMPLATE

Guide to completing CPD record log

Examples of learning method • Online learning • Course attendance • Independent learning	What was the topic? Please give a brief outline of the key points of the learning activity, how it is linked to your scope of practice, what you learnt, and how you have applied what you learnt to your practice.	Link to Code Please identify the part or parts of the Code relevant to the CPD. • Prioritise people • Practise effectively • Preserve safety • Promote professionalism and trust
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Please provide the following information for each learning activity, until you reach 35 hours of CPD (of which 20 hours must be participatory). For examples of the types of CPD activities you could undertake, and types of evidence you could retain, refer to our guidance sheet at www.revalidation.nmc.org.uk/download-resources/guidance-and-information.

Dates:	Method Please describe the methods you used for the activity:	Topic(s):	Link to Code:	Number of hours:	Number of participatory hours:
				Total:	Total:

[Please add rows as necessary]

Official Form : see www.revalidation.nmc.org.uk

CPD Activities

- CPD activities can consist of accredited higher education courses, relevant mandatory training, reading and reviewing publications and learning events such as workshops and conferences
- Does not include mandatory training that is not directly related to your practice i.e. Fire Training or Health & Safety

BARNA can facilitate CPD requirement

- By being a member of an professional association such as BARNA, and participating in webinars, conferences, study days, the CPD educational requirement will be easily achieved.
- BARNA will work on crediting all education events with CDP points
- BARNA Teaching and Learning Resources will facilitate the CPD part of Revalidation

CPD REFLECTIVE ELEMENT

Requires

Formal Reflection

Needs

Thought & Preparation

A.

Practice related feedback x 5

- Can be obtained from a range of sources : patients, service users, carers, students and colleagues in management, nurses
- or
- Reviewing complaints, team performance reports, incident recording, annual appraisal feedback
 - **Feedback does not have to be written**, it can be oral and recounted by the nurse to another nurse
 - Types of feedback can be:
 - about your individual practice, your team, ward, unit or organisation (you should be clear about the impact the feedback had on your practice)
 - formal or informal
 - written or verbal
- and
- positive or constructive

No signature on NMC form required but have to state that you have met the requirement on the online application for Revalidation

FEEDBACK LOG TEMPLATE

Guide to completing a feedback log

Examples of sources of feedback

- Patients or service users
- Colleagues – nurses, midwives, nursing associates, other healthcare professionals
- Students
- Annual appraisal
- Team performance reports
- Serious event reviews

Examples of types of feedback

- Verbal
- Letter or card
- Survey
- Report

Please provide the following information for each of your five pieces of feedback. You should not record any information that might identify an individual, whether that individual is alive or deceased. The section on non-identifiable information in How to revalidate with the NMC provides guidance on how to make sure that your notes do not contain any information that might identify an individual.

You might want to think about how your feedback relates to the Code, and how it could be used in your reflective accounts.

Date	Source of feedback Where did this feedback come from?	Type of feedback How was the feedback received?	Content of feedback What was the feedback about and how has it influenced your practice?

B.

Reflective Accounts x 5

5 written reflective accounts about an instance of CPD or event, experience in your practice and relating to elements of Code

- Describe nature of event / experience?
- What did you learn from it?
- How did you change your practice?
- How relevant to Code?

Must be entered on official NMC Form [see next slide]

Must state that you have met the requirement on Revalidation on line submission

REFLECTIVE ACCOUNTS FORM

You must use this form to record five written reflective accounts on your CPD and/or practice-related feedback and/or an event or experience in your practice and how this relates to the Code. Please fill in a page for each of your reflective accounts, making sure you do not include any information that might identify a specific patient, service user, colleague or other individuals. Please refer to our guidance on preserving anonymity in the section on non-identifiable information in *How to revalidate with the NMC*.

Reflective Account

What was the nature of the CPD activity and/or practice-related feedback and/or event or experience in your practice?

What did you learn from the CPD activity and/or feedback and/or event or experience in your practice?

How did you change or improve your practice as a result?

How is this relevant to the Code?

Select one or more themes : Prioritise people – Practice effectively – Preserve safety-
Promote professionalism and trust

Gibbs Reflective Model

Please see presentation on the use of Gibb's Model of Reflection on this website, in the Clinical Practice sub section 'Reflection on Practice'

This will help you to understand the full implications of reflection

C.

Reflective Discussion

- Discussion with NMC registered nurse
- Covers 5 written reflective accounts and or practice related feedback and, or an event in your practice and how this relates to the Code
- Summary of discussion must be entered on NMC form and signed by nurse and discussion nurse [+ pin numbers entered]
- Discussion partners can be well known to you – or from different discipline – or of different level of seniority to you
- If you choose line manager [confirmer] discussion and confirmation can be completed at the same time
- Reflective Discussion Form available from www.revalidation.nmc.org.uk
[see next slide]

REFLECTIVE DISCUSSION FORM

You must use this form to record your reflective discussion with another NMC-registered nurse, midwife or nursing associate about your five written reflective accounts. During your discussion you should not discuss patients, service users, colleagues in a way that could identify them unless they expressly agree, and in the discussion summary section below make sure you do not include any information that might identify an individual. Please refer to the section on non-identifiable information in How to revalidate with the NMC for further information. For more information about reflective discussion, please refer to our guidance sheet on reflective practice for revalidation

To be completed by the nurse, midwife or nursing associate

Name:

NMC Pin:

To be completed by the nurse, midwife or nursing associate with whom you had the discussion:

Name:

NMC Pin:

Email address:

Professional address including postcode:

Contact number:

Date of discussion:

Short summary of discussion:

Confidentiality

You must not record any information that might identify an individual, whether that individual is alive or deceased. This means that all information recorded must be recorded in a way that no patient, service user, colleague or other individual can be identified from the information.

For example, any notes or reflections must not include:

- the name of any individual;
- the date of any incident or event referred to;
- the particular ward or place where the event occurred, or
- descriptions of unique circumstances where an individual could be identified from the circumstances

3.

Health and Character

- You need to declare that your health and character are sufficiently good to enable you to practise safely and effectively in accordance with the Code in your on line application
- You will be asked to declare if you have received a police charge, caution or conviction, other than a protected caution or conviction, or an adverse determination by a professional or regulatory body.

4.

Professional Indemnity Insurance

- Evidence to demonstrate that you have an appropriate indemnity arrangement in place [through employer, professional organisation or private insurance arrangement]
- Most employers provide appropriate indemnity cover for their employees, so please check with your employer
- You will need to complete this declaration as part of your revalidation application.

5.

Confirmation

- Who can confirm?
- Recommend line manager with NMC registration [familiar to you who regularly completes annual appraisal which then can include revalidation evidence]
- Another NMC registered nurse [or line manager in another facility]
- If above not available, find other regulated health care professional to confirm [doctor, dentist, ODP]

What confirmer checks

- 450 practice hours - written evidence
- 35 CPD hours - written evidence
- 5 pieces of practice-related feedback
- 5 written reflective accounts [on NMC form]
- Reflective discussion [on NMC form and signed by NMC registered nurse as discussor]
- Recommend that evidence is kept in professional portfolio and stored in paper format

Keep a portfolio

- We strongly recommend that you keep evidence that you have met the revalidation requirements in a portfolio. **This does not necessarily need to be an e-portfolio**
- The portfolio will be helpful for the discussion you have with your confirmer. You will also need to have this information available in case we request to see it to verify the declarations you made as part of your application.

Revalidation process part of annual appraisal

The revalidation process is designed so that it can be undertaken as part of a regular appraisal. If you are an employee who does not have a regular appraisal you could consider asking your employer to arrange an appraisal for you in advance of your revalidation application date.

On line submission

Go to www.nmc.org.uk/registration/nmc-online/

Set up an NMC Online account

- **Keep your contact details up to date**
- **Make sure you know when Revalidation is due**
- Make sure you have supporting evidence ready for Revalidation
- Online application opens 60 days before Revalidation due
- During this period you will have to log in all requirements needed
- Need to pay Registration fee [and every year after]
- You will be informed of your successful submission on line

On-line submission information

- Health and character [criminal convictions must be declared / professional indictment]
- Record of practice hours
- Whether currently in practice
- Declaration that you have met the CPD requirement
- Declaration that you have met the feedback requirement
- Declaration that you have met the reflective account requirement
- Declaration that you have had a reflective discussion with NMC registered nurse
- Details [name / pin no etc] of nurse and date of discussion

Verification

- A sample of nurses are selected every year to provide further information to verify their application
- Nurses should be notified immediately [or up to 24 hours after] after submitting application and payment
- Nurses will be required to fill in form on line and be asked to submit further information [on all aspects of revalidation process]. More evidence may be required
- May also contact employer / reflective discussion partner or confirmer

Failure to Revalidate

- Failure to submit revalidation application before the end of 3 year period means your registration automatically lapsed. Need to apply to NMC for readmission
- Failure to meet revalidation requirements means registration refused. You may appeal within 28 days of decision letter
- Failure to pay the registration fee or to submit an application form at all within the required timescale and your application to renew your registration is refused as a result, you do not have a right of appeal

Appeals : need to provide the following

- your name, address and NMC Pin
- the date, nature and other relevant details of the decision against which the appeal is brought
- a concise statement of the grounds of the appeal
- the name and address of your representative (if any) and a statement as to whether the NMC should correspond with that representative concerning the appeal instead of you
- a statement that the notice is a notice of appeal
- a signature by or on behalf of you
- a copy of any documents that you propose to rely on for the purposes of your appeal
- A notice of appeal should be sent to ragssupport@nmc-uk.org

The peri-anaesthesia environment is dynamic with fast changing situations that provide plenty of scope to meet CPD and reflective element requirements

CPD Requirement

Formal opportunities to collect CPD hours

- **HEI courses** in Anaesthetics and PACU [see Education Section of this website]
- **BARNA Learning and Teaching Resources** [see Members Only Section e.g. Airway Pack]
- **BARNA Annual Conferences, webinars, study days, BARNA Talks sessions** [see Events Section of this website]

Use every opportunity to collect CPD hours at work in your unit

Use every opportunity to teach, learn, document experience **in your unit**

- Prepare **mini teaching** for one or group of colleagues [in down time]
- Complete Student Workbook element of Teaching and Learning Resource
- Write an **essay** about an aspect of your practice
- Write a **patient care study** on an interesting case [see next slide]
- Maintain a **log book** of cases you have looked after – note down interesting aspects of the cases – things you have learned
- Prepare a **quiz** for others to share
- Design a **wall poster** for all to share
- Prepare a **poster** for conference
- Film a **practical procedure** for others to use
- If something needs improvement, find evidence for best practice, set a **standard** and **audit** it

Help to create a dynamic learning environment in your unit

Reflective element

- A. Five pieces of practice-related feedback
- B. Five written reflective accounts
- C. Reflective Discussion

Keeping a log book of interesting cases, discussion, feedback will help to focus you on content for reflection

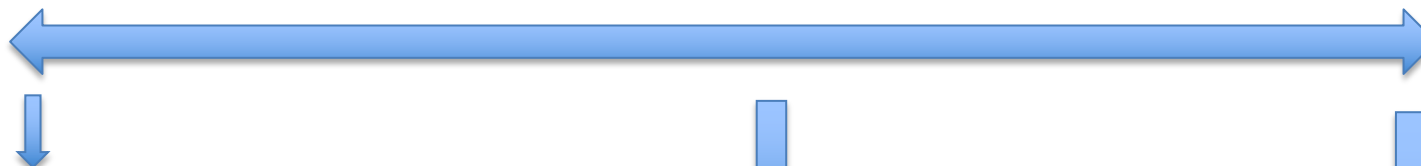
Check out Gibbs reflection and prepare at least one Gibbs formal reflection

Check the Patient Case Study Plan and prepare at least one case study

***At all points refer to The Code NMC to learn more
about the ethical and professional dimensions of your practice***

Patient Care Case Study plan

**Narrative of Recovery Progress : use time frame to structure.
Decide on start and end point.**



Pre-Assessment:

Risk factors age, weight,
previous medical or
surgical history

Intra-operative progress :

Significant event with
post operative outcomes

PACU handover:

Risk appraisal on arrival :
Planning care accordingly

Narrative history of patient progress while in PACU highlighting any risks
or complications.

Note the following :

- Pinpoint timings throughout narrative. This gives a clear structure to narrative.
- Always prioritise care narrative : Airway, Breathing, Circulation
- Use Nursing Process : assess, intervene, evaluate.....
- Provide rationale [including physiological detail] where helpful
- Incorporate ideas about nature of PACU as clinical speciality, your autonomy as PACU nurse, your scope of practice, duty of care to dependent patient
- Use reflective element here [see Gibbs reflection]

Summary of main points.

What did you
learn from this study?

How will you use
this knowledge?

Patient care case studies are an excellent way to prepare material for your revalidation process

Keep a log book of cases

See revalidation.nmc.org.uk

Some final thoughts...

- As a professional, you have a duty to keep your professional knowledge and skills up to date through a continuous process of learning and reflection
- By being a BARNA member and attending either our conferences, study days, webinars, along with using the BARNA Learning and Teaching Resources in a teaching or student capacity, will enable you to fulfill the full participatory hours requirement